



COLLEGE STATION DEPARTMENT



Accreditation/Compliance Intern

COMPENSATION: **Unpaid**

DATES: ***Fall Session: August 2015 – December 2015***

HOURS: **(Flexible / Not to exceed 40 hours per week)**

JOB SUMMARY:

The Accreditation/Compliance Intern is a qualified undergraduate or graduate student (all majors welcome) with an interest in learning about all areas of the Department as it relates to best practices and accreditation. The intern will assist in ensuring department compliance and continuous improvement. Perform research, clerical tasks, surveys, inspections and development of policy and procedure.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Gather feedback from citizens regarding recent contacts with the Police Department.
2. Maintain files of reports, policies, procedures and other related data.
3. Prepare, develop, review, submit and maintain statistical and written report(s) as required.
4. Research and make recommendations based on state and national trends in policing.
5. Analyze data, and reports to verify compliance with standards.
6. Assist in inspections and documentation of compliance with Department policies and procedures.
7. Provides citizen assistance when appropriate.
8. Perform related duties as assigned.

REQUIREMENTS:

- High school diploma or GED equivalent.
- Ability to utilize work processing and data entry programs.
- Excellent oral and written communication skills.
- Excellent organizational skills and strong attention to detail.
- Ability to deal with citizens in a courteous and tactful manner.
- Ability to make judgments based upon knowledge of department policies and procedures.
- Valid Texas Driver's License.
- Must not currently be or have been within the last ten (10) years on court-ordered community supervision or probation for any criminal offense of the grade of a Class B misdemeanor or above.
- May not have been convicted of an offense of the grade of a Class B misdemeanor or above within the last ten (10) years.
- May not have been, at any time, convicted of a felony offense or any family violence offense.